

TOWN CLERK/FRONT OFFICE REPORT: MAY 2018



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Front Office Meetings and Community Activities:

- Ms. McAuley participated in weekly senior staff meetings.
- Ms. Griffin provided administrative support for the Memorial Day Ceremony, "What the Flag Means to me" essay contest, Rogers Heights Elementary School Mayoral Academic Awards Ceremony, and the End Time Harvest Ministries Graduate Awards.
- Ms. McAuley attended the "Public Safety Open House" Planning Committee meetings in preparation for the May 19th event. The event was re-scheduled for June 2nd due to weather.
- Ms. Griffin attended Port Towns' Day Planning Committee meetings. She continues to assist in organizing vendors and entertainment.
- Ms. McAuley attended two Bostwick meetings that included architects, the structural engineer, and two contractors concerning restoration of the front porch.
- Ms. Griffin and Ms. Dureke organized water bottle giveaways for the Bike to Work "pit stop" at the Waterfront Park.
- Ms. Griffin attended the start-up meeting of the Town's events volunteers' team.
- Ms. McAuley attended a day-long Town Website training session with Ms. Sandlin and Ms. Dureke.
- Ms. Griffin coordinated transportation for a number of senior outings.

- Ms. McAuley assisted staff from the University of Maryland Preservation Program with logistics for a tour and dinner at Bostwick for preservation architects attending a conference in Washington.

Special Elections:

Ms. McAuley coordinated with the Prince George's County Board of Elections to secure voter cards and roster of registered Ward II voters.

Absentee ballots were mailed out as applications were received. They must be returned by close of the polls on May 31.

A few applicants were not registered voters in Bladensburg, and they were sent a letter informing them how to register or change their addresses.

The winner of the election will be sworn in at the beginning of the June 4th Worksession.

Ms. Dureke, Marketing Coordinator has continued to post election information on the Town's weekly e mail blasts.

Summer Intern Program

The Town Front Office staff will be interviewing applicants for 2018 summer intern program. One intern will be assigned to the Administrative Staff, under the direction of the Front Office, and one intern will be assigned to Marketing, under the direction of Ms. Dureke.

Community Development Block Grants

PY 42: 53rd Place – Prince George's County Department of Housing and Community Development conducted an audit of this project and the process went well. We were able to supply all the necessary documents and other information required.

PY 43: Tilden Road Sidewalk Improvements – The Town Engineer has prepared the bid documents for this project and we will be advertising the pre-bid conference in the next few days.

PY 44 – Spring Road Improvements – We have not yet received any notice about approval of this application. The Town requested \$135,000 for this proposed project.

Bostwick

The grant team has enlisted the assistance of architects from the Neighborhood Design Center to help prepare an updated scope of work for the front and kitchen porches. There was another meeting with the group and Historicorps.

Historicorps will be the contractor who does the actual repairs/reconstruction of the porches. This is a non-profit that enlists both tuition paying persons and volunteers to learn historic preservation building skills and techniques. They work on projects throughout the country. The time frame for completion is three weeks.

Funds for this project are from a Maryland Heritage Area Authority grant. Aman Trust is the recipient on behalf of the Town.

Ms. McAuley has reached out to “Ladders and Things”, a Town business, to provide an additional proposal for the cost of the bracing and shoring of the South Buttress. This two phased project is being accomplished with a grant that the Town received from Prince George’s County Historic Preservation Commission.